



Position: Finance & Administrative Assistant

Exempt/Non-Exempt: Non-Exempt

Hours/Week: 32 (0.8 FTE)

Hourly Wage Range: \$22.75-\$26.00

Reports To: Director of Finance & Administration

About Valley Outreach: Everybody needs help sometimes. Valley Outreach offers people a wide range of support – whether they need food, clothing, or help navigating resources during challenging times. Our programs include a food shelf, a clothing program, and client support services. Volunteers, donors, and other community partners are critical to the success of the mission of Valley Outreach. When we work together, we can help neighbors find a place of stability.

Position Summary: The Finance & Administrative Assistant provides essential support to the Director of Finance & Administration by assisting with financial processes, human resources functions, and general administrative coordination. This detail-oriented role is vital to ensuring the integrity and efficiency of internal operations. The ideal candidate is organized, collaborative, and committed to maintaining confidentiality and accuracy in all areas of responsibility.

Valley Outreach offers a competitive benefits package, including a low-deductible medical and dental plan (with 90% of the premium paid by the organization), and a low-cost vision insurance plan. Valley Outreach also provides short-term disability coverage, a Simple IRA, a flexible spending account, an employee assistance program and PTO in addition paid holidays.

Bookkeeping & Financial Support (*Approx. 50% of time*)

- Enter financial transactions including accounts payable, donations, grant tracking, prepaid expenses, and month-end journal entries into accounting software (QuickBooks)
- Monitor and manage the shared accounting inbox; process vendor emails, prepare invoices for payment, and file supporting documentation
- Support preparation of bank deposits and deposit reports, including coordination with the Development and Thrift teams
- Assist with financial reconciliations, donor reconciliation, and report preparation for month-end and board reporting
- File and organize financial documents in line with record retention policies
- Provide back-up support for payroll processing and related timekeeping documentation
- Maintain accurate and accessible administrative and financial records
- Support internal audit preparation and special projects as needed

Administrative Support (*Approx. 25% of time*)

- Complete a variety of office tasks including copying, scanning, faxing, shredding, and assisting with special projects
- Maintain and update administrative documents and templates
- Order office and general building supplies
- Manage both physical and electronic filing systems

- Prepare and edit correspondence, reports, and presentations as needed
- Coordinate internal meetings and events, including scheduling, logistics, and materials preparation

Human Resources Support (*Approx. 15% of time*)

- Assist with the onboarding and offboarding processes, including scheduling, documentation, orientation, collecting and tracking of paperwork, coordinating technology or workspace setup, and ensuring a smooth transition experience for staff
- Assist with posting and monitoring open positions across a variety of platforms
- Support benefits administration including open enrollment coordination and data entry
- Assist in ensuring compliance with internal policies and procedures, including maintaining and distributing up-to-date documentation such as the employee handbook, and staying informed of applicable employment laws and regulations
- Provide collaborative support to staff by sharing and tracking professional development opportunities/funds

Team Engagement & Communication (*Approx. 10% of time*)

- Maintain regular communication with your team and colleagues via email, and full staff meetings
- Participate in ongoing staff development, training, and learning opportunities

Expectations and Work Experience:

- Proven experience in an administrative assistant or similar support role, ideally within a nonprofit setting
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook); ability to learn new systems quickly
- Experience with QuickBooks or similar accounting software strongly preferred
- Strong customer service orientation with excellent written and verbal communication skills
- High attention to detail and a commitment to accuracy in all aspects of work
- Demonstrated ability to prioritize tasks, manage time effectively, and meet deadlines
- Capacity to work independently and take initiative while also collaborating well with others
- Professionalism and discretion when handling sensitive and confidential information
- Familiarity with nonprofit operations, systems, and terminology is a plus
- Commitment to racial equity and social justice, with a willingness to actively participate in organizational equity work and continuous learning

Physical Requirements:

- Ability to consistently perform the essential job functions safely and successfully with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance.
- Work is largely sedentary, but does require some lifting of up to 35 lbs.
- Must be able to talk, listen, and speak clearly on the telephone.

To apply for this position: Forward your resume and cover letter to jobs@valleyoutreachmn.org and place Finance & Administrative Assistant in the subject line. The process will include:

- Review of information from all interested parties. Be sure to give us your phone number and email so we can contact you.
- A phone screening conversation will be set up with those candidates who most closely meet the requirements of the position.
- Several candidates will be invited to an in-person conversation regarding the position.
- If needed, a second in-person conversation will be scheduled.